

EPMAC INSTRUCTION 12792.1C

From: Commanding Officer, Enlisted Placement Management Center

Subj: CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

Ref: (a) Title 5, Chapter 1, Part 792
(b) SECNAVINST 12792.3
(c) EPMACINST 12451.1B

1. Purpose. To revise the Enlisted Placement Management Center (EPMAC) policy on the Civilian Employee Assistance Program (CEAP) required by reference (a).

2. Cancellation. EPMACINST 12792.1B

3. Information. The Department of Navy's policy requires a drug-free federal workplace as stipulated in reference (b). CEAP is a management program offering assistance to employees who have problems involving alcoholism, drug abuse, gambling, financial, family or other problems which result or may result in impairment of job performance or job-related conduct. The Director, Civilian Personnel/Command Training Division is the Program Administrator for Enlisted Placement Management Center (EPMAC). All requests for assistance should be submitted to the supervisor who then forwards it to the Program Administrator. Referral will be made to the Labor and Employee Relations Division at the servicing Human Resources Office (HRO), who ensures the provisions of law and regulation are met. Contact and referral counselors are responsible for conducting the initial interview with an employee, explaining the provisions of the program, and referring the employee to a source of assistance. Consultations are confidential.

4. Action

a. Department directors and supervisors will:

- (1) Ensure all subordinates are aware of the CEAP Program.
- (2) Identify and document instances of poor or deteriorating performance.
- (3) Seek the proper guidance to aid in obtaining counseling for employees.
- (4) Initiate corrective action if the employee refuses assistance from the counselor or follows the program but fails to improve performance or behavior to an acceptable level within a reasonable amount of time per reference (c).

b. Employees will:

- (1) Be aware of the CEAP program by attending mandatory training annually.
- (2) Participate in the program when they become aware that there is a problem affecting their work performance either by self-referral or through HRO.

(3) Be responsible for any costs associated with treatment as a result of referral.

(4) Cooperate with supervisors and counselors in matters relating to the program.

(5) Correct unacceptable performance within a reasonable amount of time or be subject to appropriate action per reference (c).

/s/
S. A. CONN

Distribution:
Command Intranet